



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INFORMATION OFFICER II

\$5,137 - \$6,198

COMMUNICATIONS AND PRESS RELATIONS

SACRAMENTO

RESPONSIBILITIES: Under administrative direction of the Deputy Commissioner, Communications and Press Relations, has full responsibility to develop, organize, direct, and evaluate the Department's Internet web site program to inform the public of the activities and objectives of the Department; assists in the development and implementation of web-based strategies to ensure that the Department's objectives are met; oversee the daily operation of the unit, and supervise the activities of staff within the unit; and consult with and advise top management of the Branch on public relations implications of the Department's activities.

DESIRABLE QUALIFICATIONS: The incumbents must have strong writing skills, excellent communication skills, be knowledgeable of local and statewide media, familiar with standard methods of information delivery to media, and possess a creative ability to generate ideas. Incumbents must possess knowledge of the following: techniques of preparing, producing and disseminating information utilizing all major media outlets; ability to establish and maintain good working relations with the news media and other public groups; ability to analyze data; ability to write, edit and prepare for publication or reproduction: news releases, magazine articles, correspondence, brochures, pamphlets, reports, speeches, and scripts for radio, television, and other information material; and ability to work under tight deadlines in a fast-paced environment while gathering accurate information. Working knowledge of Microsoft Word is desired.

WHO MAY APPLY: Applications will be accepted from current State employees at the Information Officer II level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "INFORMATION OFFICER II, #413-183-5595-xxx" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

FINAL FILING DATE: April 19, 2007 or Until Filled

NOTE: Interested individuals must submit their application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD